

CRIMINAL JUSTICE SERVICES BOARD
MINUTES
December 11, 2003

DRAFT

Members Present

Ms. Emily Bryant
The Honorable Linda Curtis
Mr. Jeffrey Dion
Ms. Helen Fahey
Judge Catherine Hammond
Mr. Frederick A. Hodnett, Jr.
Mr. John Jabe
The Honorable Jerrauld C. Jones
Dr. Jay Malcan
Colonel W. Steve Flaherty
Sheriff Charles W. Phelps
Ms. Mary Kay Wakefield
Mr. Christopher R. Webb
Judge Patricia L. West
The Honorable Beverly Sherwood (non-voting member)

Members Not Present

The Honorable Beth Arthur
Mr. Thomas W. Fore, Sr.
The Honorable Vernie Francis, Jr.
Chief Atlas L. "Joe" Gaskins, Chairman
Mr. G. Jeffrey Mason
Mr. Walter A. McFarlane
Chief Dennis Mook
Colonel Andre Parker
Mr. Richard Savage
The Honorable Robert Hurt (non-voting member)
The Honorable Kenneth W. Stolle (non-voting member)
The Honorable Frederick M. Quayle (non-voting member)

DCJS Staff Present

Leon Baker
John Colligan
Leonard Cooke
George Gotschalk
Joe Marshall

Eileen Guertler
Priscilla Bowers
Robert Mathieson
Paul Ferrara, Ph.D.
Katya Newton
Mandie Patterson
Janice Waddy
Amanda West

Call to Order

Vice-Chair Jones called the meeting to order at 11:15 a.m.

Approval of the Minutes

Vice-Chair Jones called for a motion to approve the minutes of the October 9, 2003 meeting. The motion was made and seconded. The minutes were unanimously approved as recorded.

New Member Welcome

Vice-Chair Jones introduced Sheriff Charles Phelps of Isle of Wight County as a new member of the CJSB, representing the Virginia Sheriff's Association.

Sheriff Phelps stated that he is honored to have been nominated and selected to serve on this Board.

Director's Report

Vice-chair Jones called upon Director Cooke to give his report.

Director Cooke welcomed Sheriff Phelps as a new member to the CJSB Board. Sheriff Phelps is replacing Sheriff Maxey, Jr. of Campbell County who recently retired.

Director Cooke then noted that a couple of key staff positions within DCJS had been filled. He introduced Eileen Guertler as the Policy and Planning Coordinator. Ms. Guertler filled the vacated position of semi-retired, Joe Marshall. Ms. Guertler comes to us from the State Health Department with a background in planning, and has already led the staff through a strategic planning process.

Director Cooke also mentioned that our new agency Strategic Plan is still being worked out, and is built around the mission statement, which was included in the Board

members' material distributed this morning. The mission statement was developed with Eileen's help.

Eileen's next big project will be developing a statewide Criminal Justice Plan, of which the Code of Virginia mandates. Board members were forewarned that they will be called upon to be involved in this process.

Director Cooke then introduced Priscilla Bowers as his new Administrative Assistant. Ms. Bowers comes to DCJS highly recommended and qualified. Ms. Bowers is looking forward to meeting Board members and learning more about the Board.

Director Cooke then updated the Board on some agency initiatives going on at DCJS:

Agency Newsletter

DCJS has published its first electronic Newsletter, *In Focus*. The newsletter went up on the agency's website in November. E-mails were sent out to many of our constituents. We are inviting people to subscribe to an e-mail notification list that will let them know when new material is posted, rather than to do a mass mailing. We encourage all to visit our website and to sign up, if you have not done so already. DCJS' website address is www.dcjs.org. DCJS has received excellent feedback.

Crime in the Minority Community

Governor Warner recently appointed a task force on "Crime in Minority Communities" and charged them with recommending strategies to address this problem.

The 22-member group, led by co-chairs Bishop Gerald Glenn of Chesterfield and Richmond Commonwealth's Attorney David Hicks, consists of judges, public officials, law enforcement leaders and citizens from various minority communities around the state.

As part of their work, the Task Force will hold a series of meetings and public forums around the state in order to give local officials and citizens the opportunity to discuss the problem of crime in minority communities, and effective ways to prevent it.

The Secretary of Public Safety has asked DCJS to staff the Task Force and organize the meetings. The Task Force held their first meeting yesterday afternoon and evening. The evening portion was set aside for a public forum at which Governor Warner and the Task Force got a chance to hear, first hand, the concerns of Richmond area citizens.

Subsequent Task Force meetings and forums will be held in other parts of the state and we are hopeful they will prove to be equally enlightening. We will continue to keep the board informed of the progress.

State & Federal Budget Matters

The Governor will submit his proposed budget on December 17, 2003. Governor Warner has made it clear that revenues are not likely to be sufficient to cover all the necessary expenditures during the next biennium without further significant “belt tightening” in state government. We do not know at this point what this will mean for DCJS. We will have to wait and see.

With respect to the fiscal “04 appropriations for the various federal programs that are the sources of some of our grant funds, appropriations are still not final yet, but it appears that many of the justice assistance programs from which we get grant funds, will be funded at about the same level as for “03. Exceptions to that is the Residential Substance Abuse Treatment program (RSAT), which looks like it will receive no “04 funds; and the Local Law Enforcement Block Grant and Juvenile Accountability Incentive Block Grant programs, both of which appear to be in line for substantial cuts.

Other Agency News

Our conference on Improving Investigation and Prosecution of Child Abuse, held last month in Williamsburg, drew more than 200 registrants - prosecutors, law enforcement people, and child protection workers.

The Forensic Lab’s DNA database has recorded 589 “hits” so far this year and will probably exceed 600 for 2003, by year-end. There has been 1625 “hits” since the DNA program began.

Director Cooke asked board members to fill out and submit to Priscilla Bowers, as soon as possible, the Conflict of Interest form that was handed out with meeting material this morning.

To conclude his report, Director Cooke took the opportunity to thank the Board for their work over the past year. DCJS is looking forward to a productive 2004. He wished all a very happy and safe holiday season.

Vice-chair Jones thanked Director Cooke for all of the support that has been given by DCJS staff over the past year.

Committee on Training Report

Vice-Chair Jones called upon Ms. Wakefield for a report on the Committee on Training.

Ms. Wakefield reported that the Committee on Training (COT) met this morning at 9:00 A.M. just prior to the full Board meeting.

Ms. Wakefield reported that the committee heard reports from the staff on the subjects of the efforts of DCJS on Homeland Security Training Implementation, efforts related to providing entry level training to jailers, court security officers and process server officers. Another report was provided pertaining to efforts related to Alzheimer's Training for a variety of criminal justice officers to include, law enforcement officers, communication officers, magistrates, and certain correctional personnel.

Ms. Wakefield reported that George Gotschalk discussed the agency's new training database which allows departments to directly input information on employment, termination, and training.

Ms. Wakefield also reported that Ron Bessent provided information on a conference he attended on Testing & Measurement.

This concluded the report for the Committee on Training. Vice-chair Jones thanked Ms. Wakefield for her report and asked the committee if they had any questions or comments. There were none.

Proposed Amendments to CJSB By-Laws

At the October meeting, the Board was provided with suggested amendments to the Board's by-laws. These were prepared in response to the Chairman's earlier request that we review the by-laws for obsolete sections and out-of-date references to the *Code of Virginia*.

A copy of the proposed amendments to the Board's by-laws, along with a cover memo from Director Cooke, were first presented to the Board at the October meeting, in order to be able to bring them up for a vote at this meeting. The changes were generally of a "housekeeping" nature.

Vice-Chair Jones asked for a motion to approve the changes. A motion was made and seconded that the amendments be adopted.

Consideration of Grant Applications

Byrne Grants

Vice-Chair Jones called upon Emily Bryant for a report on the Byrne Grants.

Ms. Bryant reported that the Byrne subcommittee met on December 3, 2003 via telephone conference. The members that joined in on this conference were Sheriff Francis, Steve Pullen (proxy for Jerrauld Jones), and herself.

There were seven (7) grant applications in the areas of Correctional Services, Law Enforcement Services, Standards and Certification and Administration. All grants were accepted. There was one new grant from the Division of Forensic Science requesting funds for overtime for examiners to reduce case backlog, and training for the Lab's DNA personnel. The request for \$350,000 was granted.

The continuation applications were limited to the lower funding, and is requested for two (2) years. The Virginia Department of Emergency Management requested funds to continue to support the Governor's efforts for Virginia to be prepared in the area of Homeland Security. Funding is recommended on the condition that the department comes up with a matching fund of 25%. There were no denials.

Ms. Bryant offered these grants for acceptance by the Board. A motion was made and seconded to accept the recommendations of the subcommittee. The motion carried unanimously.

Vice-Chair Jones recognized Mr. Michael Cline, Director of the Department of Emergency Management, who was present to answer any questions from the Board pertaining to their grant request.

Criminal History Records Improvement Grants

Vice-Chair Jones called upon Butch Johnstone for a report on the Criminal History Records Improvement Grants.

Mr. Johnstone reported that these grants were limited to continuing successful programs that are currently underway. Of the twenty (20) applications that were received, fifteen (15) were approved for full or partial recommendation. The five that were not recommended for funding did not meet the current priorities established by the procedures committee. A brief summary was given of the \$1,740,682 in federal funds that was recommended for allocation.

A motion was made and seconded to approve the subcommittee's recommendation. The motion carried unanimously with the following recusals:

Christopher R. Webb	Rockingham
Steve Flaherty	State Police
Frederick A. Hodnett, Jr.	Supreme Court
Patricia L. West	Supreme Court

V-STOP Grants

Vice-Chair Jones called upon Helen Fahey for a report on the V-STOP Grants.

Ms. Fahey reported that the V-STOP subcommittee met on December 2, 2003. This money is from the Federal Violence Against Women office, which is distributed to the State through DCJS on the basis of grant applications to the various jurisdictions. The amount allocated for 2004 was \$2,820,973. The amount of V-STOP funds requested was \$3,330,525. DCJS was short \$450,000. The V-STOP review team and the V-STOP subcommittee based their decisions on the following factors: quality of the application, performance of continuation applicants, geographical distribution, and other resources available to the locality. One denial was made of continuation programs (Suffolk Police Department). This applicant did not submit an appeal. Four applicants were eligible for a paper appeal (Scott County Sheriff's Office, Wise County Sheriff's Office, Gloucester County Sheriff's Office and Bristol Police Department). Three of the four submitted appeals. All were denied.

There was another appeal submitted directly to the subcommittee on the basis of a reduction in the grant amount. A hearing was held this morning by the subcommittee and appeal denied.

Ms. Fahey made a recommendation that the Board adopt the recommendations of the subcommittee.

Vice-Chair Jones accepted the recommendation of Ms. Fahey as a motion to approve. It was motioned and seconded to approve the subcommittee's recommendations. The motion carried unanimously with the following recusals:

Linda Curtis	Hampton
Christopher R. Webb	Campbell County
Frederick A. Hodnett, Jr.	Supreme Court
Patricia L. West	Supreme Court

2004 Meeting Dates

Vice-Chair Jones presented to the Board, proposed meeting dates for 2004. Meeting dates are as follows: March 18, May 13, June 10, September 9, and December 9.

A recommendation was also made to present projected dates for 2005. This will be done at the next meeting.

New Business

Vice-Chair Jones asked if any members of the Board or the audience had any new business to bring before the Board. There was none.

Adjournment

Vice-Chair Jones noted that the next meeting of the Criminal Justice Services Board would be held in House Room D of the General Assembly Building on Thursday, March 18, 2004 at 11:00 A.M.

In the absence of further business, a motion to adjourn was made, seconded and carried unanimously. The meeting adjourned at 11:45 A.M.

Respectfully submitted,

Priscilla Bowers
CJSB Secretary

Approved:

The Honorable Jerrauld C. Jones, Vice-Chair

Date